

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6415

TITLE: GENERAL BUILDING MAINTENANCE WORKER II

GRADE: S-18

DEFINITION:

Under direction, leads and participates as a member of a crew engaged in performing skilled building maintenance, repair, and construction trades tasks; and does related work as required in any trade or crew assignment.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class typically leads and performs more complex skilled trade work independently. This includes repairing broken pipes inside walls, glazing, correcting unsafe wiring and repairing damaged door frames.

ILLUSTRATIVE DUTIES:

Leads a crew of skilled trade workers and helpers;
Prepares vacant housing units for occupancy by performing maintenance and repair work using a variety of trades skills;
Determines needed maintenance repairs;
Requisitions needed parts from the supply warehouse and orders necessary appliance parts;
Informs supervisor of major maintenance issues;
Performs plumbing repairs including repair of broken pipes inside walls and replaces fixtures when necessary;
Performs electrical repairs including correcting unsafe wiring, replacing plugs, outlets, switches, bulbs and light fixtures;
Performs carpentry including repair of damaged door frames, drywall and plaster repairs;
Removes fastenings and broken glass, and cleans, removes, repairs or replaces frames as necessary;
Cuts glass to size and shape for windows, doors, cases, etc., then uses putty or compound to install new glass of various types;
Performs preventive and corrective maintenance on Store Front and Automatic (electronic and pneumatic controlled) entrance doors to ensure compliance with ADA and OSHA egress requirements, to include motion detectors, walk off mat sensors, push button operators and connections to Fire Alarm systems;
Orders and installs all glazing with special ratings to ensure security, fire and UL ratings are maintained, including special applications such as revolving doors and skylights;
Maintains records of glass types, replacements and warranties;
Makes repairs and installs window treatments such as screens, blinds and shades;
Performs minor appliance repairs, replacing motors, switches, gaskets and burners to insure safe, efficient appliance operations;

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Performs preventative maintenance in vacant units (e.g., caulking areas subject to water damage, adjusting doors, drawers and windows);

Assists other repair workers to prepare vacant units for occupancy;

Performs tenant work orders when possible;

Operates and performs routine maintenance on a County vehicle.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the equipment, materials, methods, practices and tools used in the building maintenance and construction trades;

Knowledge of the common hazards and necessary safety precautions;

Skill in the use of tools, equipment and materials pertinent to the trades;

Ability to lead a crew of skilled trades personnel;

Ability to read and interpret blueprints, specifications, manufacturer's manuals and shop drawings;

Ability to communicate effectively and follow written and oral instructions;

Ability to estimate time and material needs, and determine when repair is not economically practical;

Ability to perform routine clerical tasks and basic mathematical computations;

Ability to maintain good interpersonal relationships;

Ability to operate and perform routine maintenance on a motor vehicle.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Completion of the tenth grade; PLUS

Completion of an acceptable apprentice - level training program in a specific trade with two years of full performance level experience in building maintenance, repair and/or construction trades work; OR

Three years of full performance level experience in two or more skilled trades related to building maintenance and repair work.

CERTIFICATES AND LICENSES REQUIRED:

Valid motor vehicle driver's license required for some positions.

REGRADED:	September 12, 2007
REVISED:	March 30, 2006
ESTABLISHED:	May 1, 1995